

DEFINITIONS

APPLICANT. A person who applies for employment.

APPLICANT FLOW DATA. Information reflecting characteristics of the pool of individuals applying for an employment opportunity.

BARRIER. An agency policy, principle, practice or condition that limits or tends to limit employment opportunities for members of a particular gender, race or ethnic background or for an individual (or individuals) based on disability status.

DISABILITY. For the purpose of statistics, recruitment, and targeted goals, the number of employees in the workforce who have indicated having a disability on an Office of Personnel Management Standard Form (SF) 256. For all other purposes, the definition contained in 29 C.F.R. 1630.2 applies.

CIVILIAN LABOR FORCE (CLF). Persons 16 years of age and over, except those in the armed forces, who are employed or are unemployed and seeking work.

EMPLOYEES. Members of the agency's permanent or temporary work force, whether full or part-time and whether in competitive or excepted service positions.

EMPLOYMENT DECISIONS. Any decision affecting the terms and conditions of an individual's employment, including but not limited to hiring, promotion, demotion, disciplinary action and termination.

FEEDER GROUP OR POOL. Occupational group(s) from which selection s to a particular job is typically made.

FISCAL YEAR. The period from October 1 of one year to September 30 of the following year.

GOAL. Under the Rehabilitation Act, an identifiable objective set by an agency to address or eliminate barriers to equal employment opportunity or to address the lingering effects of past discrimination.

MAJOR OCCUPATIONS. Agency occupations that are mission related and heavily populated, relative to other occupations within the agency.

ONSITE PROGRAM REVIEW. Visit by Equal Employment Opportunity Commission (EEOC) representatives to an agency to evaluate the agency's compliance with the terms Management Directive 715 and/or to provide technical assistance.

REASONABLE ACCOMMODATION. Generally, any modification or adjustment to the work environment, or to the manner or circumstances under which work is customarily performed, that enables an individual with a disability to perform the essential functions of a position or enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability.

RELEVANT LABOR FORCE. The source from which an agency draws or recruits applicants for employment or an internal selection such as a promotion.

SECTION 510 PROGRAM. The affirmative program plan that each agency is required to maintain under Section 501 of the Rehabilitation Act to provide individuals with disabilities adequate hiring, placement and advancement opportunities.

SECTION 717 PROGRAM. The affirmative program of equal employment opportunity that each agency is required to maintain for all employees and applicants for employment under Section 717 of Title VII.

SELECTION PROCEDURE. Any employment policy or practice that is used as a basis for an employment decision.

SPECIAL RECRUITMENT PROGRAM. A program designed to monitor recruitment of, and track applications from, persons with targeted disabilities.

TARGETED DISABILITIES. Disabilities that the federal government, as a matter of policy, has identified for special emphasis in affirmative action programs. They are: 1) deafness; 2) blindness; 3) missing extremities; 4) partial paralysis; 5) complete paralysis; 6) convulsive disorders; 7) mental retardation; 8) mental illness; and 9) distortion of limb and or/spine.

TECHNICAL ASSISTANCE. Training, assistance or guidance provided by the EEOC in writing, over the telephone or in person.

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